

LOM MACHINE SHOP ORIENTATION RECORD

Instructor	Date:	
Attendees:		

- ___ Provide each attendee a copy of the **LOM Machine Shop Orientation** handout.
- ___ Describe the process for becoming an Authorized Operator.
- ___ Discuss each point listed in the "General Shop Rules" section of the **LOM Machine Shop Orientation** booklet and answer all questions. Point out where the "General Shop Rules" are posted.
- ___ Inform attendees that nonconformance to any of the General Shop Rules or deviation from instructions provided during the orientation is sufficient cause to revoke shop use privileges.
- ___ Emphasize the requirement to maintain a neat and orderly shop and instruct attendees to avoid actions that would create tripping hazards.
- ___ Instruct attendees not to place equipment or materials in demarcated work areas and aisles and to maintain a clear route of egress at all times.
- ___ Re-emphasize that Authorized Operators may not remove guards, but rather should report to the Shop Coordinator or Floor Coordinator those instances where a guard interferes with work. Explain that the person to whom the problem is reported will attempt to resolve the problem.
- ___ Inform attendees that all machine maintenance must be arranged through the Floor Coordinator.
- ___ Show attendees a lockout tag and instruct them how to comply with lockout/tagout requirements. (Authorized Operators will not normally engage in shop activities that require lockout and tagout. When they do, they must inform the Shop Coordinator.)
- ___ Instruct attendees about the proper use of the various waste receptacles and where to dispose of different types of metal chips, oily rags, other dirty rags and other wastes.
- ___ Point out the locations of the emergency power cutoff for each machine.

- ___ Instruct attendees how to use shields to avoid getting fluids on the floor. Show the attendees the location of the spill control absorbent and instruct them to immediately clean up spills.
- ___ Point out the location of relevant machine controls. If appropriate, use a supplementary machine orientation checklist.
- ___ As applicable, show location of and review use of daily checklist.